



**INDIANA CRIMINAL JUSTICE INSTITUTE
FY 2013 JUVENILE ACCOUNTABILITY BLOCK GRANT
SUB-GRANTEE REPORTING REQUIREMENTS**

As a sub-grantee of the Indiana Criminal Justice Institute, you are required to report on various programmatic and financial activities of the program. Failure to comply with the reporting requirements may result in revocation of your award. Reports are due on a quarterly basis. The following is a schedule of when all reports are due. **ALL REPORTS ARE DUE ON THE 20TH OF EACH QUARTER MONTH.**

Program Report	Quarter	Dates Covered	Due Dates
Quarterly PR	1	April 1 st , 2013 – June 30 th , 2013	July 20 th , 2013
Quarterly PR	2	July 1 st , 2013 – September 30 th , 2013	October 20 th , 2013
Quarterly PR	3	October 1 st , 2013 – December 31 st , 2013	January 20 th , 2014
Quarterly PR	4	January 1 st , 2014 – March 31 st , 2014	April 20 th , 2014
Annual PR	All: 1 st , 2 nd , 3 rd , and 4 th	April 1 st , 2013 – March 31 st , 2014	April 20 th , 2014
Fiscal Report	Quarter	Dates Covered	Due Dates
Quarterly FR	1	April 1 st , 2013 – June 30 th , 2013	July 20 th , 2013
Quarterly FR	2	July 1 st , 2013 – September 30 th , 2013	October 20 th , 2013
Quarterly FR	3	October 1 st , 2013 – December 31 st , 2013	January 20 th , 2014
Quarterly FR	4	January 1 st , 2014 – March 31 st , 2014	April 20 th , 2014
Fiscal Report	Quarter	Dates Covered	Due Dates
Final Financial Report (if needed)	4	January 1 st , 2014 – March 31 st , 2014	April 20 th , 2014

All reports are due to the agency (in Egrants) on or before the report due date. If the required reports are not submitted to the Indiana Criminal Justice Institute on time, the award will be frozen.

****There will be a total of five (5) performance reports submitted for this JABG grant cycle, four quarterly reports and one annual performance report. Please note, that OJJDP has developed a set of “Core Measure” that are directly linked to OJJDP’s mission and are designed to support the goal and objectives of the grant program. These additional questions are mandatory unless it is not applicable to your grant-funded program. For more information about the Core Measures, reference the **2013-2014 JABG Grant Resource Manual**. OJJDP also has additional narrative questions in order for you to enter qualitative data reflecting your program’s activity for the grant period (April-March) where applicable.**

**** Both fiscal and program performance reports must be submitted regardless of program status or program expenses. If there has been not any program activity then your performance reports and fiscal reports should reflect zeros.**

A Fiscal Report must be submitted every Quarter for which the grant is active. All grantees are required to submit a Quarterly fiscal report, even if no funds were spent and/or drawn down.

Disbursement of grant funds occurs on a reimbursement basis for actual program costs incurred during a reporting period. Supporting documentation should be attached in Egrants. Failure to submit an accurate invoice in a timely manner may result in payments being withheld, delayed, or denied.

All Grantees of the Youth Division of the Indiana Criminal Justice Institute are responsible for collecting data to complete the performance reports. All Program Reports must be submitted quarterly through Egrants by the report due date. Performance reports can be found on the Youth Division website at <http://www.in.gov/cji/2692.htm>

If you have any questions regarding the Reporting Requirements of the Indiana Criminal Justice Institute Youth Division please contact the JABG Grant Manager at 317-232-2032